



# Veterans Resource Center

FA 22-1999

Office: (336) 334-4822  
ext.: 50401  
Fax : (336) 458-3304  
[VAOffice@gtcc.edu](mailto:VAOffice@gtcc.edu)

## Certification Request Form

**\*To be submitted after registration is complete**

Year: 20\_\_\_\_ Semester:  Fall  Spring  Summer

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
GTCC Email

\_\_\_\_\_  
Phone Number

Degree Program: \_\_\_\_\_

Have you changed your major since last semester?  No  Yes

Branch of Service: \_\_\_\_\_

### Please check which benefit you are using.

- Post 9/11 GI Bill® Chapter 33 (Select One: Veteran  OR Transferred Dependent Benefit )
- Montgomery GI Bill® Chapter 30
- National Guard or Active Reservist (MGIB-SR) Chapter 1606
- Dependent Educational Assistance (DEA) Chapter 35
  - VA File Number \_\_\_\_\_
- Veteran Readiness and Employment Chapter 31
  - VR&E Counselor email address: \_\_\_\_\_

You must have a current Tungsten PO on file from your VR&E counselor in order to be certified.  
You must notify GTCC Cashier's Office for Registration Billing and Book Purchases.

- I understand **I should submit my Certification Request Form no later than 2 weeks prior to my tuition payment deadline EVERY semester.**

  - Chapter 30, 1606 or 35 Students ONLY:** I understand that it is my responsibility to pay all tuition and fees to GTCC by the fee payment date. Failure to do so may result in fees and penalties, to include being dropped from courses for nonpayment, which the VA will not cover.
  - Chapter 31 or 33 Students ONLY:** I understand that if I turn in the required forms by the recommended date above, GTCC will place a deferred payment hold on my account until the VA sends payment for any required classes that can be certified.
- I understand If I am utilizing VA Educational Benefits, I am responsible for the tuition and fees for all courses that are not **required** for my degree plan.
- I understand If I am utilizing Chapters 31 or 33 benefits, and take a course load that is half time or lower (1-6 credits) I will **not** qualify for any MHA (housing stipend) from the VA.
- I understand The VA counts certified credits **and** term dates when calculating the housing stipend. The MHA will be prorated for partial months of attendance.
- I understand GTCC School Certifying Official will send communication to my GTCC email account with regards to VA certifications if there are any concerns. (It is your responsibility to check or forward this email to an account that you monitor frequently.)
- I understand I must complete a Certificate Adjustment Form **any time my schedule changes after initial certification**. Any changes may create a debt that could restrict future enrollment.
- I understand **Chapter 30, 35, and 1606 must** verify attendance each month through the WAVE or IVR system.  
**Chapter 33 ONLY:** Must self-verify monthly to the VA. Failure to do so may result in nonpayment of your MHA. Contact 888-442-4551 to “opt in” for text verification.
- I understand I must maintain a **2.0 GPA** to continue to use my VA Education Benefits.

**CERTIFICATION:** By signing this document, I confirm that **my schedule is complete and I understand only eligible courses will be certified** with the VA and **I am responsible for all charges not covered by the VA** benefits by the payment deadline. The deadline to submit this form to guarantee processing before the payment deadline is 2 weeks before my tuition payment deadline. If I add or drop courses, I will submit a Certification Adjustment Form for review.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date